

Fiscal 2019 Operating Budget Detail Backup

Inspections, Licenses and Permits Department Narrative

Department Description :

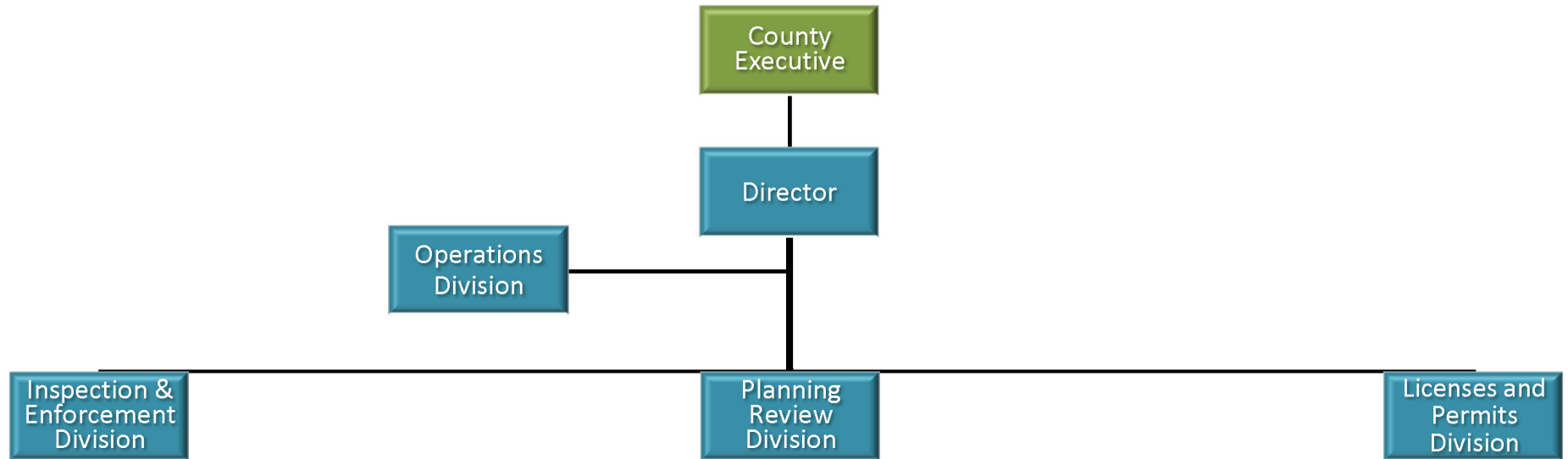
The Department of Inspections, Licenses and Permits is responsible for the approval and issuance of various permits and licenses and the enforcement of County building codes and standards. These include but are not limited to the Building, Mechanical, Plumbing, Electrical, Sign and Property Maintenance Codes. The department inspects and licenses rental housing properties, mobile home parks and taxi drivers in addition to animal licensing. It is responsible for staff duties associated with the Plumbing Advisory Board and the Board of Electrical Examiners. The Department is organized into four divisions: Operations, Inspections & Enforcement, Plan Review, and Licenses and Permits.

Outlook : (What is new or different about this years budget?)

This is a continuation budget

Fiscal 2019 Operating Budget Detail Backup

Inspections, Licenses and Permits Department Organizational Chart



Fiscal 2019 Operating Budget Detail Backup

Inspections, Licenses and Permits Department Personnel Summary

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1306 - ASSISTANT ADMINISTRATOR	GM	1.00	1.00
1405 - ADMIN SUPPORT TECHNICIAN I	GD	1.00	1.00
1407 - ADMINISTRATIVE SUPPORT TECHNICIAN II	GE	1.00	1.00
1409 - ADMINISTRATIVE SUPPORT TECHNICIAN III	GF	2.00	2.00
1411 - ADMINISTRATIVE AIDE	GG	1.00	1.00
1413 - ADMINISTRATIVE ASSISTANT	GI	1.00	1.00
3105 - ENGINEERING SUPPORT TECH II	GI	1.00	1.00
3111 - ENGINEERING SPECIALIST I	GK	6.00	6.00
3112 - ENGINEERING SPECIALIST II	GL	2.00	2.00
3114 - ENGINEERING SPECIALIST III	GM	1.00	1.00
3117 - ENGINEERING MANAGER I	GN	1.00	1.00
3301 - REGULATION SUPPORT TECH I	GE	3.00	3.00
3303 - REGULATION SUPPORT TECH II	GG	9.00	9.00
3305 - REGULATION INSPECTOR I	GH	4.00	0.00
3306 - REGULATION INSPECTOR II	GI	24.00	28.00
3309 - REGULATION SUPERVISOR	GJ	5.00	5.00
3313 - REGULATION MANAGER	GL	1.00	1.00
3317 - DIRECTOR, INSPECTIONS, LICENSES & PERMITS	GP	1.00	1.00
4209 - TECHNICAL SERVICES SUPPORT SPEC II	GJ	1.00	1.00
SBFS Total		66.00	66.00

Fiscal 2019 Operating Budget Detail Backup

Inspections, Licenses and Permits Department Expenditure Detail

01 - General Fund

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
3400000000 - Administration						
50 - Personnel Costs Total	618,958	654,025	657,183	662,441	8,416	1.29%
51 - Contractual Services Total	1,103,633	1,253,295	1,283,506	1,258,485	5,190	0.41%
52 - Supplies and Materials Total	58,876	11,000	42,000	25,500	14,500	131.82%
53 - Capital Outlay Total	44,400	0	0	0	0	N/A
58 - Expense Other Total	163,017	182,857	182,857	200,657	17,800	9.73%
3400000000 - Administration Total	1,988,884	2,101,177	2,165,546	2,147,083	45,906	2.18%
3410000000 - Enforcement						
50 - Personnel Costs Total	3,225,665	3,698,513	3,495,896	3,624,552	-73,961	-2.00%
51 - Contractual Services Total	37,093	37,777	37,777	37,324	-453	-1.20%
52 - Supplies and Materials Total	14,874	5,300	5,300	13,425	8,125	153.30%
3410000000 - Enforcement Total	3,277,632	3,741,590	3,538,973	3,675,301	-66,289	-1.77%
3420000000 - Plan Review						
50 - Personnel Costs Total	1,304,953	1,436,962	1,388,296	1,401,186	-35,776	-2.49%
51 - Contractual Services Total	369	2,660	2,660	2,695	35	1.32%
52 - Supplies and Materials Total	1,688	1,700	1,700	1,700	0	0.00%
3420000000 - Plan Review Total	1,307,010	1,441,322	1,392,656	1,405,581	-35,741	-2.48%
3430000000 - License & Permits						
50 - Personnel Costs Total	715,788	769,055	734,796	836,752	67,697	8.80%
51 - Contractual Services Total	7,230	8,000	7,999	8,000	0	0.00%
52 - Supplies and Materials Total	5,300	5,500	5,500	5,500	0	0.00%
3430000000 - License & Permits Total	728,318	782,555	748,296	850,252	67,697	8.65%
01 - General Fund Total	7,301,844	8,066,644	7,845,470	8,078,217	11,573	0.14%
3400 - Department of Licenses Inspections and Permit Total	7,301,844	8,066,644	7,845,470	8,078,217	11,573	0.14%

Fiscal 2019 Operating Budget Detail Backup

Inspections, Licenses and Permits Division Detail

Division Narrative : 3400000000 - Administration

Fund : General Fund

Narrative :

The Operations Division is responsible for functional oversight, general administrative support including policy coordination, budget preparation and administration, department expenditures, legislative coordination, human resource management, database administration, IT coordination and statistical data reporting.

Fiscal 2019 Operating Budget Detail Backup

Inspections, Licenses and Permits Division Detail

Divison Personnel Summary : 3400000000 - Administration

Fund : General Fund

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1306 - ASSISTANT ADMINISTRATOR	GM	1.00	1.00
1409 - ADMINISTRATIVE SUPPORT TECHNICIAN III	GF	1.00	1.00
1411 - ADMINISTRATIVE AIDE	GG	1.00	1.00
3317 - DIRECTOR, INSPECTIONS, LICENSES & PERMITS	GP	1.00	1.00
4209 - TECHNICAL SERVICES SUPPORT SPEC II	GJ	1.00	1.00
Total Positions		5.00	5.00

Inspections, Licenses and Permits Division Detail

Fund : General Fund

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
1000000000 - General Fund						
Funded Program : 999999999999999999900 - Administration						
500100 - Salary-Regular	424,172	443,695	449,020	454,626	10,931	2.46%
500900 - Salary-Overtime	145	0	2,250	2,250	2,250	N/A
Overtime for Permit processing after hours and administrative support during inclement weather events						
501100 - Benefits-FICA	30,239	32,236	27,772	33,304	1,068	3.31%
501300 - Benefits-Health Insurance	62,500	71,875	71,875	69,750	-2,125	-2.96%
501500 - Benefits-Retirement	52,262	55,019	55,066	52,282	-2,737	-4.97%
501700 - Benefits-Workers Compensation	49,640	51,200	51,200	50,229	-971	-1.90%
50 - Personnel Costs Total	618,958	654,025	657,183	662,441	8,416	1.29%
510200 - Telecommunications Wired	29,887	25,813	25,813	25,752	-61	-0.24%
510210 - Telecommunications Wireless	30,932	15,445	15,445	20,880	5,435	35.19%
AVL Monthly Charges \$1,740 X 12 months = \$20,880						
510300 - Printing	3,430	5,500	5,500	5,500	0	0.00%
Informative pamphlets, Ho Co DILP printed envelopes, Letter head paper						
510500 - Copier Charges	5,017	5,895	5,895	5,466	-429	-7.28%
511300 - Office Equipment Maintenance	0	13,200	13,200	14,500	1,300	9.85%
LKA Annual Scanner Service and Maintenance Contract						
511310 - Radio Maintenance	8,713	5,919	5,919	5,181	-738	-12.47%
511500 - Industrial & Institutionl Eq Maintenance	10,602	35,000	35,000	35,000	0	0.00%
\$35k Selectron IVR Server Service and Maintenance Contract						
511900 - Software Maintenance	191,303	277,243	277,243	277,243	0	0.00%
\$225k Accela Permitting, Inspection & Remote Office System Annual Service and Maintenance Contract, 5 pack software license purchase Accela GIS \$4,744.80, Land Mgmt. \$15,832.80, Licensing & Case Mgmt \$15,832.8= \$52,243.20						
513100 - Mileage	105	500	500	500	0	0.00%
Payable to engineers for travel using personal vehicles to meetings, seminars, conferences.						
513110 - Ground Transportation	30	0	1,000	1,000	1,000	N/A
513200 - Lodging	447	1,000	3,463	4,000	3,000	300.00%
Out of town MACo Conference, ICC seminars, MBOA Conference						
513300 - Meals	0	500	500	500	0	0.00%

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Inspections, Licenses and Permits Division Detail

Division Expenditure Detail : 3400000000 - Administration

Fund : General Fund

[illegible]

Fiscal 2019 Operating Budget Detail Backup

Inspections, Licenses and Permits Division Detail

Division Narrative : 3410000000 - Enforcement

Fund : General Fund

Narrative :

The Inspections and Enforcement Division is responsible for assuring compliance with adopted codes and standards through the inspection process. This includes: building construction and site inspections for code compliance relevant to fire protection systems, buildings and life safety, disabilities accessibility, and other regulatory standards; inspection of mechanical, plumbing, gas, HVAC and electrical systems for compliance with related codes and regulations; and inspection of rental housing, mobile home parks, and signs for compliance and enforcement of applicable codes and standards. Taxi vehicles are also inspected. The Division also initiates and investigates complaints relating to these areas of concern, especially rental housing, signs, and buildings.

Fiscal 2019 Operating Budget Detail Backup

Inspections, Licenses and Permits Division Detail

Divison Personnel Summary : 3410000000 - Enforcement

Fund : General Fund

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1405 - ADMIN SUPPORT TECHNICIAN I	GD	1.00	1.00
1407 - ADMINISTRATIVE SUPPORT TECHNICIAN II	GE	1.00	1.00
1413 - ADMINISTRATIVE ASSISTANT	GI	1.00	1.00
3303 - REGULATION SUPPORT TECH II	GG	2.00	2.00
3305 - REGULATION INSPECTOR I	GH	4.00	0.00
3306 - REGULATION INSPECTOR II	GI	24.00	28.00
3309 - REGULATION SUPERVISOR	GJ	4.00	4.00
3313 - REGULATION MANAGER	GL	1.00	1.00
Total Positions		38.00	38.00

Inspections, Licenses and Permits Division Detail

Fund : General Fund

Inspections, Licenses and Permits Division Detail

Division Expenditure Detail : 3410000000 - Enforcement

Fund : General Fund

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
1000000000 - General Fund						
Funded Program : 9999999999999999999000 - Administration						
521730 - Hardware & Related Supplies	100	800	800	800	0	0.00%
<i>Hard hats, safety boots, rain gear,</i>						
52 - Supplies and Materials Total	14,874	5,300	5,300	13,425	8,125	153.30%
9999999999999999999000 - Administration Total	3,277,632	3,741,590	3,538,973	3,675,301	-66,289	-1.77%
1000000000 - General Fund Total	3,277,632	3,741,590	3,538,973	3,675,301	-66,289	-1.77%
3410000000 - Enforcement Total	3,277,632	3,741,590	3,538,973	3,675,301	-66,289	-1.77%

Fiscal 2019 Operating Budget Detail Backup

Inspections, Licenses and Permits Division Detail

Division Narrative : 3420000000 - Plan Review

Fund : General Fund

Narrative :

The Plan Review Division is responsible for assuring compliance with adopted codes and standards through the review and approval of design and construction plans and specifications. This includes review for code compliance of building structural and life safety design, fire protection, plumbing, HVAC, and electrical systems, energy conservation, handicapped accessibility, and other relevant matters pertaining to building design and construction. Technical assistance is provided on an ongoing basis to engineers, architects, contractors and the general public. The Division assists other departments and provides technical assistance in the review of proposed County capital projects for effective and economical code compliance.

Fiscal 2019 Operating Budget Detail Backup

Inspections, Licenses and Permits Division Detail

Divison Personnel Summary : 3420000000 - Plan Review

Fund : General Fund

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1409 - ADMINISTRATIVE SUPPORT TECHNICIAN III	GF	1.00	1.00
3105 - ENGINEERING SUPPORT TECH II	GI	1.00	1.00
3111 - ENGINEERING SPECIALIST I	GK	6.00	6.00
3112 - ENGINEERING SPECIALIST II	GL	2.00	2.00
3114 - ENGINEERING SPECIALIST III	GM	1.00	1.00
3117 - ENGINEERING MANAGER I	GN	1.00	1.00
Total Positions		12.00	12.00

Inspections, Licenses and Permits Division Detail

Fund : General Fund

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Fiscal 2019 Operating Budget Detail Backup

Inspections, Licenses and Permits Division Detail

Division Narrative : 3430000000 - License & Permits

Fund : General Fund

Narrative :

The Licenses and Permits Division is responsible for issuance of building, fire protection, HVAC, plumbing, electrical and grading permits. They also process and issue electrical licenses, rental housing licenses and occupancy certificates. The Division is responsible for the collection of all new residential water/sewer in-aid fees. Additionally, the Licenses and Permits Division processes animal license applications and renewal notices, taxicab driver licenses, taxi vehicle permits and certificates for taxi companies to operate as well as pawnbroker licenses. Concert and mobile home park permits are also processed and issued. This division also manages records and related retention schedules and information requests.

Fiscal 2019 Operating Budget Detail Backup

Inspections, Licenses and Permits Division Detail

Divison Personnel Summary : 3430000000 - License & Permits

Fund : General Fund

Classification	Grade	FY 2018	FY 2019
		Authorized	Proposed
3301 - REGULATION SUPPORT TECH I	GE	3.00	3.00
3303 - REGULATION SUPPORT TECH II	GG	7.00	7.00
3309 - REGULATION SUPERVISOR	GJ	1.00	1.00
Total Positions		11.00	11.00

Inspections, Licenses and Permits Division Detail

Fund : General Fund